Princess Nora University CCSA 121

Community College Assignment # 1

Department of Computer Science & Information Technology 2nd Semester 1435 – 1436 H

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| --- | --- |
| **Student Name** |  |
| **Student ID** |  |
| **Section** |  |

**Homework 1**

**Date: 1/3/2015**

**Due Date: 5/3/2015**

1. In cell A1 enter your name (first name , family name)
2. In cell A1 to C1 merge and center
3. In cell A1 Bold the data
4. In cell A1 change the font size to 18
5. In the range A2:F9, enter the following data:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Order Date** | **Region** | **Item** | **Units** | **Cost** | **Total** |
| 1/6/2014 | East | Pencil | 95 | 1.99 |  |
| 1/23/2014 | Central | Binder | 50 | 19.99 |  |
| 2/9/2014 | Central | Desk | 36 | 4.99 |  |
| 2/26/2014 | Central | Pen | 27 | 19.99 |  |
| 3/15/2014 | West | Pencil | 56 | 2.99 |  |
| 4/1/2014 | East | Desk | 60 | 4.99 |  |
| 4/18/2014 | Central | Pencil | 75 | 1.99 |  |

1. Set the width of columns A to 15 Characters. Set the Width of column B and C to 10 Characters.
2. Center the data in column A
3. Calculate Total (column F) as column D times Column E. ( formula to be =D3\*E3 )
4. In cell A12 write “Sum”, In B12 enter a function to add the Units in the range D3:D9.
5. In cell A13 write “Max”, In B13 Enter Function that Calculate maximum number in the range D3:D9.
6. In cell A14 write “Min”, In B14 Enter Function that Calculate minimum number in the range D3:D9.
7. In cell A15 write “Date”, In B15 Enter Function that displays the date of today.
8. Make border to your tables in the range A2:F9.
9. Insert a header and write “Homework 1”.
10. Save the workbook.